

Form A- Name Change of Individual

INSTRUCTIONS FOR CHANGE OF NAME

Please read the Instructions for Change of Name carefully or have someone explain them to you. You may use the forms attached or you may re-type the forms using the identical format provided by the Office of the Lieutenant Governor. **All forms must be typed.** Forms may be copied.

THE FOLLOWING FORMS ARE INCLUDED IN THIS PACKET AND MUST BE SUBMITTED UPON COMPLETION:

PETITION

FACT SHEET

NOTICE OF CHANGE OF NAME

ORDER

INSTRUCTIONS FOR COMPLETING THE PETITION (pages 5 to 7)

- (1) This is the official heading. Type in your **full, legal name** which would be your name exactly as it appears on your birth certificate unless you have subsequently married or legally changed your name. **DO NOT TYPE IN THE NAME YOU ARE USING NOW UNLESS IT IS YOUR LEGAL NAME.**
- (2) Type your full, legal name in the space.
- (3) Type in either "his" or "her" in the space provided.
- (4) Type in all information requested. Type in both your mother's and father's names as it appears on your birth certificate. If your father's name is not listed on the birth certificate, type in "unknown".
- (5) Type in the name that appears on your Birth Certificate or Certificate of Naturalization.
- (6) Type in all other names you have used even if they were not legal names. If your name has been changed previously, provide the former name, date and the place where the name change(s) was granted. This includes divorced persons whose divorce decree changes their names.
- (7) You must provide a street address. For those islands in those locations where there are no street addresses you may use a P.O. Box, but please describe the general location of your residence.

- (8) Check the appropriate response. If Petitioner has been convicted of a felony, please state the type and date of conviction, and final disposition of the case. Fully explain the charges, the sentence, the terms of parole or probation, the date of final discharge of the sentence, whether there was a delayed acceptance of a guilty plea, if there was a pardon, by whom the pardon was granted.
- (9) Type in your new name exactly as you want it spelled once it is legally changed.
- (10) Type in your full legal name and your new name exactly as you want it spelled. Make sure you date the petition here, either at the time you have it notarized or before you have it notarized. **If you date it after the date it is notarized, it will not be processed.**
- (11) Sign the petition in black ink, exactly as it is typed in the heading. **DO NOT USE INITIALS OR NICKNAMES IN THE SIGNATURE.**
- (12) This is the notarized acknowledgment which must be included with every petition. Type in your legal name, exactly as it is in the heading.
- (13) Sign this in front of the notary, in black ink, exactly as your name appears in the heading. **DO NOT USE INITIALS OR NICKNAMES IN THE SIGNATURE.** The notary will complete their portion of this page.

INSTRUCTIONS FOR COMPLETING THE NOTICE OF CHANGE OF NAME (page 9)

- At the upper left hand corner, type your name and address in the space provided;
- Type in the full, legal name in the heading exactly as you did on the Petition;
- Also type your legal name in the next two (2) spaces on the document (please note: one space per line);
- The new name on the third space and the name of the newspaper you've chosen for publication of the name change legal ad (one day only).

Submit one (1) original of NOTICE OF CHANGE OF NAME. Copies are not required. Once your Petition has been approved, the Lieutenant Governor will sign the NOTICE and it will be returned to you. **You take the NOTICE to the newspaper agency for publication.** The NOTICE of Change of Name must be published in the newspaper and an affidavit executed within **sixty (60) calendar days** after it is signed by the Lieutenant Governor. Failure to publish within the time required automatically voids the petition for change of name.

The petitioner must make sure the newspaper will mail the AFFIDAVIT of publication to our office within sixty (60) days of publishing and a copy of the AFFIDAVIT to you for your files.

If we do not receive an AFFIDAVIT from the newspaper at the end of sixty (60) days, we will assume that you did not have the change of name published and your petition will be voided.

NOTE: The newspaper provides the affidavit, you do not have to provide that form.

INSTRUCTIONS FOR COMPLETING THE ORDER (pages 10 to11)

- Type your name and address;
- Type in your full, legal name in the heading exactly as you did on the Petition;
- Leave the spaces for the date in the body of the document blank, but type in your legal name and your new name in the proper spaces;
- We will fill in the date of publication and date of the Lieutenant Governor's signature;

Once our office receives the AFFIDAVIT from the newspaper showing publication of your name change, the Lieutenant Governor will sign the administrative ORDER and it will be sent to you. You must file a copy of the ORDER with the Bureau of Conveyances within sixty (60) days after the signing of the ORDER, (See H.R.S. 574-6b).

The Office of the Lieutenant Governor cannot give legal advice regarding name changes. We can only answer questions related to the procedures in granting name changes. **IF YOU HAVE LEGAL QUESTIONS, YOU SHOULD CONTACT AN ATTORNEY.**

Mail the documents to:

Office of the Lieutenant Governor
P.O. Box 3226
Honolulu, Hawaii 96801

Or deliver documents to:

Office of the Lieutenant Governor
State Capitol
415 South Beretania Street, 5th Floor
Honolulu, Hawaii 96813

For additional information, call (808) 586-0255.

The following must be submitted to the Lieutenant Governor's Office.

- _____ BIRTH CERTIFICATE- a certified copy of your original birth certificate from the state you were born, not older than 90 days prior to submission of your name change forms; foreign birth certificates (must be translated into English); original Certificate of Naturalization or alien registration card and Passport
- _____ PETITION - notarized within 30 days prior to submission of name change forms
- _____ FACT SHEET
- _____ NOTICE OF CHANGE OF NAME
- _____ ORDER- plus five (5) copies
- _____ FILING FEE- Money order or check made payable to the Office of the Lieutenant Governor in the amount of \$100.00; cash is accepted when you hand carry your documents
- _____ Marriage Certificate, Divorce Decree, Death Certificate, Paternity Documents, Adoption Decree, Guardianship documents, prior name change decree, if applicable (copies acceptable)
- _____ Petitions with liquid paper corrections must be initialed by the notary

**A PETITION CONTAINING TYPOGRAPHICAL ERRORS,
MISSING INFORMATION OR OTHERWISE NOT IN
CONFORMANCE WITH THESE INSTRUCTIONS WILL NOT
BE ACCEPTED FOR PROCESSING.**